

**BY ORDER OF THE COMMANDER
AIR FORCE INTELLIGENCE
SURVEILLANCE AND
RECONNAISSANCE AGENCY**

**AIR FORCE ISR AGENCY INSTRUCTION
32-1003**

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Civil Engineering

**INFRASTRUCTURE AND FACILITY
ASSESSMENT PROCESS**

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This publication implements AFD 33-10, *Installation and Facilities*. It establishes the Air Force Intelligence Surveillance and Reconnaissance Agency (AFISRA) Infrastructure and Facility Assessment Process (IFAP), which includes the AFISRA Infrastructure and Facility Assessment Team (IFAT). It explains the structure of IFAT. This instruction identifies primary functions, responsibilities, and interrelationships of the team and applies to all AFISRA wings, centers, groups, squadrons, and detachments, to include when they are addressing requirements with associated Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Maintain records created as a result of the prescribed processes identified in this directory in accordance with (IAW) AFMAN 33-363, *Management of Records*, and dispose of them IAW the AF Records Disposition Schedule (RDS) found on the Air Force Portal link at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact supporting records managers as required.

1. Introduction.

1.1. The IFAP was created as a tool to assist the AFISRA Capabilities Investment Strategy. IFAT was the recommendation of an Integrated Process Team (IPT) composed of elements of the previous Air Intelligence Agency (AIA) XP, DO, LG and 690th Information Operations Group (IOG). The IFAP was established to assist AFISRA, wings, centers and unit commanders with planning and programming for upgrading infrastructure, mission,

facility and communication and computer systems in order to meet their mission objectives. The IFAP goal is to link infrastructure, mission, facility, communication and computer system requirements to mission, products and customers, thus ultimately enabling AFISRA to make fact-based, informed, budgetary and program decisions and appropriately allocate resources.

1.2. The IFAT periodically assesses units that are fully operationally capable and have no communications or civil engineering personnel assigned at the group or lower level. Units with communications or civil engineering personnel assigned at the group or lower level are assessed upon request of the unit. Additionally, IFAT will also assess units if necessary due to mission change or growth, completion of major facility or communications infrastructure renovations, infrastructure related reduction in mission capability, or similar situations. All assessments are funded by the Agency and are typically planned and accomplished by theaters and regions (PACAF, USAFE, CONUS West, CONUS East, and Texas). Typical visits last from four to five working days per unit. When multiple units are located in the same geographical location, attempts will be made to assess all units in one trip.

2. Purpose. The IFAT's primary purpose is to assess the status of infrastructure, mission, facility, communication and computer systems and provide recommendations to ensure continued future mission support/accomplishment. As part of this assessment, the IFAT reviews support agreements, memorandums of agreement and memorandums of understandings.

3. Definition. Assessed areas are classified into two categories: focus areas and cursory look areas.

3.1. Focus areas include those systems critical to mission accomplishment. Each system within this area receives an in-depth evaluation, status rating color and where applicable, documentation of equipment.

3.1.1. Facility systems focus areas are electrical systems, heating, ventilation and air conditioning (HVAC) systems, roofing systems, antenna support structure systems and emergency management (EM).

3.1.2. Information Technology (IT) focus areas are long-haul communications, networks and infrastructures and computer systems, or any communications issue deemed essential by the unit's commander.

3.2. Cursory look areas are either, 1) important infrastructure systems or programs which do not directly support mission systems/accomplishment or, 2) items of "Special Interest" to AFISRA units. Examples are telephones, quality of life issues, environmental issues, manning, training, safety and fire protection and security. Such systems do not receive an in-depth evaluation.

3.2.1. Facility system cursory look areas are fire detection/protection systems, security alarm systems, mass notification systems, document destruction systems and environmental management programs.

3.2.2. IT cursory look areas are architecture, telephone, 3Dxxx manning, cryptologic devices, equipment support and IT related training.

4. Criteria. The ability of critical systems, critical systems infrastructure, critical systems facility infrastructure and spaces to support existing and known future mission requirements is evaluated and assigned a condition code—red, yellow or green.

4.1. Red (critical) indicates there is a high probability of significant loss of mission capability; work arounds cause mission disruptions or degradation of mission effectiveness.

4.2. Yellow (degraded) indicates there is a probability of limited loss of mission capability; work-a-rounds are often required for mission accomplishment.

4.3. Green (new or essential) indicates there is marginal or no impact on operational capability; work-a-rounds may sometimes be required.

5. Responsibilities.

5.1. The AFISRA Commander will establish an AFISRA Infrastructure and Facility Assessment program composed of elements from AFISRA/A7C, AFISRA/A6X and the 38 CEG. The program's primary goal is to assist AFISRA wing, center and unit commanders in planning and programming for infrastructure, mission, facility, communication and computer system requirements within the real property and equipment assigned to AFISRA in order to meet their mission objectives.

5.2. The AFISRA/A7C will:

5.2.1. Manage the AFISRA IFAP.

5.2.2. Act as the AFISRA focal point for all IFAT issues.

5.2.3. Identify and track process shortfalls and best practices.

5.2.4. Evaluate and assess electrical, HVAC, roofing and fire protection systems, antenna support systems and emergency management programs.

5.2.5. Provide recommendations and solutions for addressing deficiencies with aforementioned systems and programs.

5.2.6. Assist units with planning and programming facility infrastructure solutions in response to identified deficiencies.

5.2.7. Track and ensure identified facility project requirements are submitted for funding consideration by the AFISRA Civil Engineer Facility Corporate process.

5.2.8. Notify HQ AFRC and NGB when an IFAT will be executed at Total Force Integration (TFI)/associated units.

5.3. The AFISRA/A6X will:

5.3.1. Serve as the focal point for all communication issues and will assist AFISRA/A7C as needed in the execution of the IFAT process.

5.3.2. Coordinate with the 38 Cyberspace Engineering Group (CEG) for System Telecommunication Engineering Manager (STEM) and 668th Alterations and Installation Squadron (ALIS) support and fund the travel of the 38 CEG's representative.

5.3.3. Evaluate and assess the communications and IT infrastructure of the unit under assessment and provide assistance with identifying, reporting and tracking deficiencies. Provide assistance with Sensor Bus Program and Budget Execution Report submission.

5.3.4. Serve as the focal point and provide guidance to the units for Communications Information System Installation Records (CSIR) compliance.

5.4. The unit Commander under assessment will:

5.4.1. Provide the IFAT leader with points of contact prior to team arrival.

5.4.2. Assign a local action officer, as needed, to assist the team with security issues, billeting assistance and CONUS/OCONUS unit access.

5.4.3. Provide the IFAT with a mission briefing upon arrival.

5.4.4. Appoint a unit focal point for IFAT follow-up actions.

6. Deliverables.

6.1. The AFISRA IFAT leader will:

6.1.1. Provide the assessed Unit Commander with:

6.1.1.1. An IFAT Agenda.

6.1.1.2. An IFAT in-brief.

6.1.1.3. A detailed IFAT report that will include a list of all identified deficiencies requiring correction.

6.1.1.4. An IFAT out-brief.

6.1.1.5. A list of contacts.

6.1.1.6. A list of action items. Team functional will follow-up on team action items.

7. Process Description.

7.1. IFAT Requirements Execution for Facility Infrastructure (see [Attachment 3](#)).

7.1.1. IFAT assesses facility infrastructure and identifies project fixes, upgrades, retrofits, etc. necessary to ensure support of existing and/or future mission capabilities as discussed in paragraph 5.2. Working in conjunction with the assessed unit, the IFAT will complete host required documentation for establishing a requirement within their system (e.g., Base Civil Engineer (BCE) requires an AF Form 332, *Base Civil Engineer Work Request* for all facility work requirements).

7.1.2. Specific funding responsibilities for facility infrastructure requirements are identified in the host-tenant memorandum of agreement. Typically, the host is responsible for all sustainment (e.g. maintenance and repair of existing systems) requirements and most restoration and modernization requirements.

7.1.3. Once requirements are formally accepted by the host through acceptance/approval of a requirements document, the funding issue must be addressed. Units have two avenues to advocate for funding. The first and primary option is through the host BCE facility prioritization process (e.g., Facility Utilization Board, Customer Care Program, Top 10, etc). To increase chances of funding, unit CCs need to ensure they are actively involved in the host prioritization process. If host BCE can't/won't fund, the other option is through the AFISRA/A7C.

7.1.4. Twice a year, the AFISRA/A7C convenes a Civil Engineer Facility Working Group Conference. Prior to this conference, AFISRA/A4/7 issues a data call for wings and centers to submit their prioritized facility project listings. AFISRA/A7C reviews these listings for validity and to ensure previously identified IFAT projects/requirements are included. During the conference, wing/center engineers and AFISRA/A7C establish an integrated priority listing of all projects, which is then presented through the AFISRA corporate process for approval.

7.1.5. AFISRA/CC approved priority listing is disseminated to wings/centers which must then work with the host BCE to get projects ready to advertise/award. Once projects are at this stage, units/centers submit funding request letters to AFISRA/A7C. AFISRA/A7C reviews/validates request and funds accordingly.

7.2. IFAT Communications Deficiency Tracking Flow Chart (see [Attachment 4](#)).

7.2.1. IFAT AFISRA/A6X representative assesses communications infrastructure, requirements and long haul circuits necessary to ensure mission capabilities. Upon conclusion of the assessment, the unit Commander is briefed on all identified communication deficiencies and presented with a formal report of all findings.

7.2.2. On return to station, the AFISRA/A6X representative provides a trip report to the AFISRA/A6 leadership on all findings, assigns tracking numbers to all deficiencies and forwards a record of the deficiencies to the applicable wings and centers for resolution.

7.2.3. AFISRA/A6X works with the Wings and Centers to resolve assessed deficiencies and is updated quarterly as to the progress of all deficiencies by the wings and centers. As requested by the AFISRA/A6, AFISRA/A6X provides a periodic update on the status of all open deficiencies.

7.2.4. AFISRA/A6X will continue to track and report to AFISRA/A6 on all deficiencies until resolved or closed.

ROBERT P. OTTO, Maj Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 33-10, *Installation and Facilities*, 4 March 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

AFISRA—Air Force Intelligence Surveillance & Reconnaissance Agency

AFRC—Air Force Reserve Command

NGB—National Guard Bureau (Air National Guard)

BCE—Base Civil Engineer

CEG—Cyberspace Engineering Group

CSIR—Communications Information System Installation Record

EM—Emergency Management

HVAC—Heating, Ventilation and Air Conditioning

IAW—In Accordance With

IFAP—Infrastructure and Facility Assessment Process

IFAT—Infrastructure and Facility Assessment Team

IPT—Integrated Process Team

IT—Information Technology

OPR—Office of Primary Responsibility

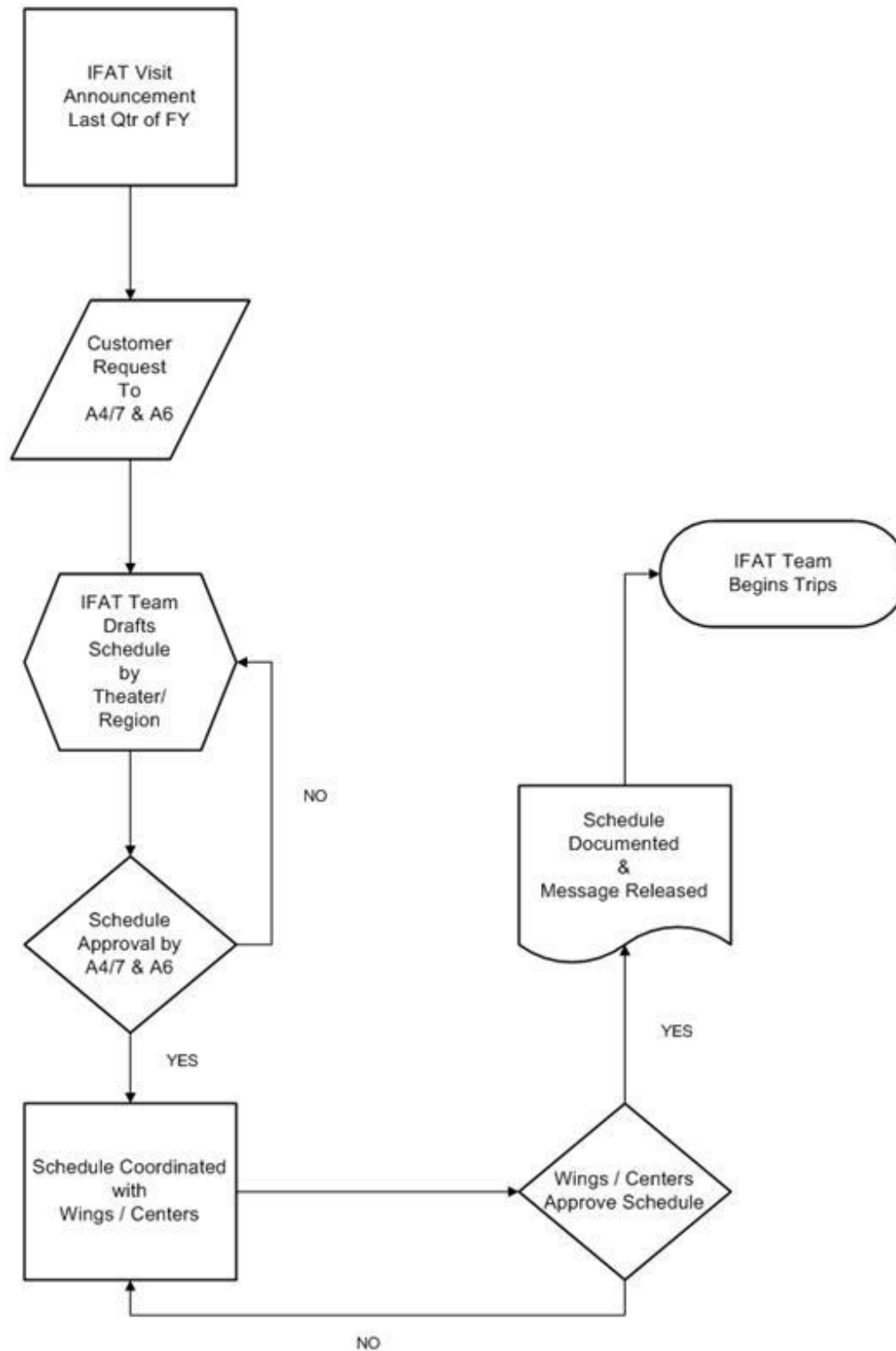
RDS—Records Disposition Schedule

STEM—System Telecommunication Engineering Manager

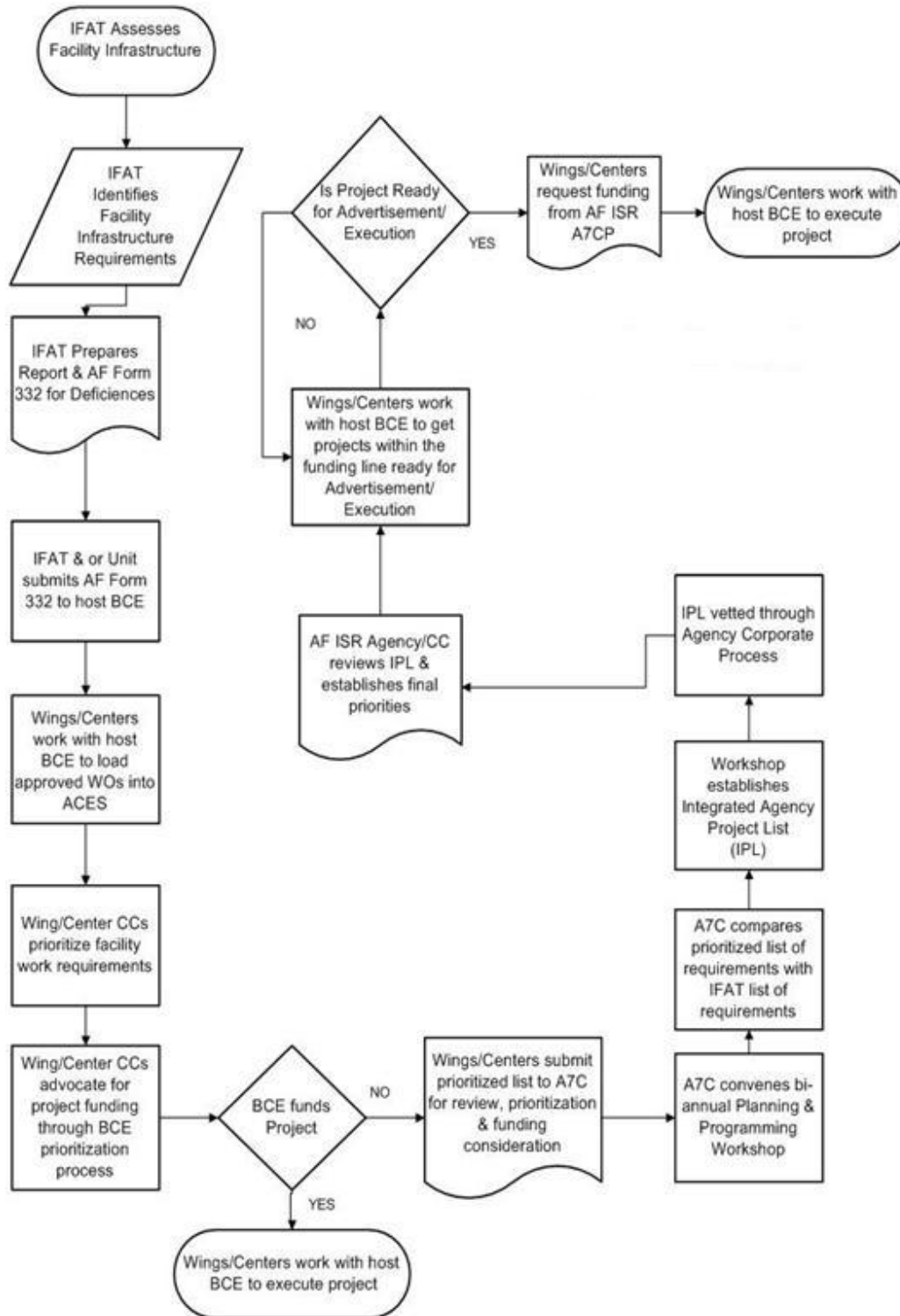
TFI—Total Force Integration

Attachment 2

IFAT SCHEDULE PROCESS FLOWCHART



Attachment 3

IFAT & AFISRA FACILITY REQUIREMENTS EXECUTION PROGRAM
FLOWCHART

Attachment 4

IFAT COMMUNICATIONS DEFICIENCY TRACKING FLOWCHART

